

SECTION 9 - MANAGEMENT INITIATED SCHEDULE CHANGES AND EXCLUSIONS

9.1 Supervisor Initiated Changes for Travel/Training:

- Management may, at its discretion, temporarily suspend an employee's compressed work schedule for any biweekly pay period(s) during which the employee is in travel or training status for all or part of the pay period, if it is determined that such action is in the best interest of the Department.
- The employee's work schedule during the affected pay period(s) shall be within the discretion of management.
- For 5-4/9 CWS, such temporary suspensions must cover the full pay period(s) during which the travel or training occurs; they may not be implemented for a partial pay period.
- For a 4-10 CWS, such temporary suspensions may cover only one week of pay period, if the travel/training is for 40 hours.
- The employee may resume the compressed work schedule at the beginning of the pay period following the completion of the travel or training.
- Employees who are temporarily suspended from a CWS, but allowed to work flexitour, may not earn credit hours during the temporary suspension.

9.2 Other Changes to Individual Work Schedules:

Upon demonstrated need, management may override the work schedule choices of individual employees to maintain adequate office coverage or to meet other operational needs of the Department. The schedule changes may be temporary or permanent, depending upon the needs of the Department.

To the extent possible, personal scheduling preferences are to be considered in making these decisions.

9.3 Employee and Union Notification:

When an employee's work schedule is changed by management, the supervisor shall, where work requirements permit, give the employee notice of such change at least 5 (five) days in advance.

If the change affects an employee in an AFGE bargaining unit position, the local Union shall also receive 5 (five) days advance notice of such a change, where work requirements permit.

9.4 Excluded Positions:

In some offices there may be positions for which Flexitour and/or CWS will not be permitted because of office coverage requirements or specific job-related requirements. Employees excluded from Flexitour by management are not precluded from participating in the Compressed Work Schedules Program or earning credit hours.